

LWVWI's Recommended DEI Decision Making Process for Candidate Forums and Other Events

Initial Considerations of the Organizing Committee

- ☐ Are the members of our organizing committee representative of the demographics of our community?
 - ☐ Age
 - ☐ Gender
 - ☐ Race
 - ☐ Ability
 - ☐ Socioeconomic Status
 - ☐ Other
- ☐ Have we reached out to local partnering organizations to see how they might be involved and/or represented?
- ☐ Are we offering time and location accessible options for planning (i.e. nights/weekends, virtual option)
- ☐ Have all members of the committee had an opportunity to provide input throughout the process? May consider an anonymous survey in addition to encourage each voice to participate in each meeting.
- ☐ Have we budgeted for assistive technology, translators, transcribers? Your League can reach out to LWVWI for financial assistance.

Location

- ☐ Is the venue centrally located?
- ☐ Does the venue have an accessible entrance into the building?
- ☐ Does the venue have an accessible restroom?
- ☐ Is the path from the entrance, meeting space, reception area (if applicable) and restroom completely accessible?
- ☐ Is the venue accessible by public transportation?
- ☐ Are we offering a virtual option to increase access to those who are homebound due to health, caregiving, transportation accessibility, etc. reasons?
 - ☐ Are we recording the virtual presentation to increase access to those who can't attend?

Time

- ☐ Have we considered holding this during the evening or weekend so more people might be able to attend?
- ☐ Have we steered clear of scheduling during typical meal times for the majority of people?
- ☐ Did we check to make sure this time does not coincide with community, school, and/or partnering organizations' events?

Advertising

- ☐ Have we advertised in spaces to reach each demographic of our community?
 - ☐ Newspaper
 - ☐ Social media
 - ☐ Cultural Centers
 - ☐ Coffee Shops
 - ☐ School/College Campuses
 - ☐ Nursing Home/Rehabilitation Centers
 - ☐ Others
- ☐ Have we asked our partnering organizations to consider advertising the forum?
- ☐ Have we included a sentence requesting individuals with accessibility needs to contact our League with specific requests?
- ☐ Are our printed materials....
 - ☐ In plain language
 - ☐ <https://www.plainlanguage.gov/guidelines/>
 - ☐ [Know your audience](#)
 - ☐ [Organize your presentation](#)
 - ☐ [Grammar/language usage](#)
 - ☐ [Length](#)
 - ☐ [Keep it conversational](#)
 - ☐ [Make it easy to read](#)
 - ☐ [Web content guidance](#)
 - ☐ [Test before finalized](#)
 - ☐ Drafted in the languages read by those advertised to?
 - ☐ ADA compliant in both font and size- <https://venngage.com/blog/accessible-fonts/>

Questions

- ☐ Have we asked for input from those representing the various demographics of our community?
- ☐ Are our questions leading?

- ☐ Are our questions biased toward the priorities of one community over another?

Accessibility During Presentation

- ☐ Do we have enough working microphones (plus a backup) and a sound system?
- ☐ Have we considered hosting this forum in a facility equipped with a hearing loop? Hearing loop equipped facilities: http://www.loopwisconsin.com/Images_PDF/WisconsinLoops.pdf
- ☐ Have we tested our audio equipment in the space and can hear well from all areas of the venue?
- ☐ Do we have plans for a mic/sound check at the beginning of the forum so to ensure all can hear (to account for ambient noise)?
- ☐ Have we included a friendly reminder in our opening script to silence cell phones and also to refrain from extraneous conversations to allow for all to hear?
- ☐ Do we have volunteers to hold open doors (if there is not an accessible push button to open doors)?

☐ Slides

- ☐ Are slides in a large enough font so they may be viewed clearly from the back of the room?
- ☐ Is there adequate contrast between the foreground and background of slides so they are easier to read?
<https://www.washington.edu/accessibility/checklist/contrast/>
- ☐ Have we added captioning for the script corresponding with the slides?
<https://support.microsoft.com/en-us/topic/68d20e49-aec3-456a-939d-34a79e8d-dd5f>

Languages

- ☐ Have we looked to discover the languages spoken in our community?
<https://data.census.gov/cedsci/table?q=DP02#>
- ☐ Are the predominant languages represented via live translation?
- ☐ Are the predominant languages represented via live transcription?
- ☐ Have you considered having an ASL interpreter available?

Audio/Visual Assistance

- ☐ Have we considered a seating area designated closer to the front for those who have hearing/visual impairments? To protect health privacy, seats could be reserved (by last name) for those who RSVPed requesting accommodations. The remainder of the seats in such rows could be reserved for those who did not RSVP but still require accommodations.

- ☐ Do we have enlarged copies of written materials/slides for those who are visually impaired?
- ☐ Have we followed up with those who have indicated they need visual and/or audio accommodations to see if they require additional accommodations?